



## **Request for Quotation (RFQ)**

**Project: African American Cemetery Cleanup Project No. 1116**  
**RFQ Due Date: 12:00 noon, Tuesday, December 29, 2015**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Contact Phone & Cell: \_\_\_\_\_  
Email (Point of Contact): \_\_\_\_\_  
Date: \_\_\_\_\_

☐ **NO RESPONSE – To Submit a 'No Response' complete and return this page**

No Response Comment: \_\_\_\_\_

Addresses for submitting this offer are as follows:

Mailing Address:  
City of Hartsville  
Attn: Gina Tiller, Purchasing Dept.  
City Hall  
P.O. Drawer 2497 Hartsville, SC 2955  
Hartsville, SC 29551  
Email: gina.tiller@hartsvillesc.gov

Physical Address:  
City of Hartsville  
Attn: Gina Tiller, Purchasing Dept.  
City Hall  
100 E Carolina Ave  
Hartsville, SC 29550

Website: <http://hartsvillesc.gov>

**Submittal:** Vendors must submit this cover page and all required documentation and signatures. Note that the mail sent to this address will not be counted as received until it is picked up and delivered to the Purchasing Department. All submittals must be date and time stamped by the Purchasing Department by the due date and time specified to be considered. It is the sole responsibility of the vendor to make sure the submittal is received in the Purchasing Department by the due date and time. The City assumes no responsibility for delivery.

### **Scope of Services**

The City is seeking quotes to remove the vegetation and clean up the African American Cemetery located at the end of Marion Ave. This area covers 2.02 acres. The quote will need to reference the guidelines as issued in Phase I of a report provided by Chicora Foundation. Please utilize this report to produce the quote. The quote must be attached to page one with company info.

### **Insurance Requirements**

The CONTRACTOR, as an independent CONTRACTOR, shall provide the CITY with evidence of currently paid general or commercial liability insurance coverage, covering the CONTRACTOR, its officers, employees, and agents, with at least \$1 million liability limits and provide CITY's Purchasing Agent with a certificate of such insurance from an insurer authorized to do business in the State of South Carolina.

The CONTRACTOR, as an independent CONTRACTOR, shall provide the CITY with evidence of currently paid workers compensation insurance (WCI) coverage, covering the CONTRACTOR, its officers, employees, and agents, with statutory limits for all workers and employees engaged by the CONTRACTOR and provide CITY's Purchasing Agent with a certificate of such insurance from an insurer authorized to do business in the State of South Carolina. The said WCI shall contain no exclusions and shall otherwise include the CONTRACTOR's owners and operators as employees, and the said WCI shall list CITY as an "additional insured" or certificate holder.

Notwithstanding, but in addition to, the foregoing, the CONTRACTOR agrees to fully indemnify and hold the CITY harmless from any all claims against the CITY that may arise out of the performance of the work to be performed by the CONTRACTOR, its employees and agents, and from any other activities of the CONTRACTOR regardless of whether the CITY is sought to be held legally liable or responsible, whether jointly or severally, for such claims.

### **Business License**

At all times pertinent to the performance of the work to be performed by the CONTRACTOR, its employees and agents, the CONTRACTOR shall obtain and maintain a valid, current business license from the City of Hartsville regarding the activities and services rendered pursuant to this Agreement.

The CONTRACTOR agrees to assure and by does assure the CITY that any and all license fees, taxes, utilities, fees or fines of any type that are now, or may hereafter become, due and owing by the CONTRACTOR, or any of its principals or owners, to the CITY shall be promptly and fully paid; and the failure to promptly and timely pay license fees, taxes, utilities, fees or fines of any type when they become due shall constitute a breach of this Agreement at the option of the CITY. This condition is intended to assure that all persons and entities doing business with and within the CITY, including individual owners of the CONTRACTOR and including all of their said business interests, whether such interests are incorporated or not, and whether such business

interests and activities are related to the purpose of this Contract or not, are persons and entities who are all in full compliance with the CITY Code.

The CONTRACTOR shall comply with all Federal, State and Local laws regarding employment, environmental regulations, discrimination, disabilities, and safety.

The CONTRACTOR agrees to be in compliance with all OSHA rules and regulations as it pertains to job safety and protective equipment.

The CONTRACTOR agrees to, at all pertinent times during the performance of the work to be performed by the CONTRACTOR shall fully comply with the South Carolina Immigration Reform Act and shall execute a "Contractor's Affidavit" if awarded the job.

**THE CITY RESERVES THE RIGHT TO ACCEPT OR REJECT ANY AND ALL BIDS IN WHOLE OR IN PART. FOR ADDITIONAL INFORMATION CALL 843.383.3015 ext. 2006.**